

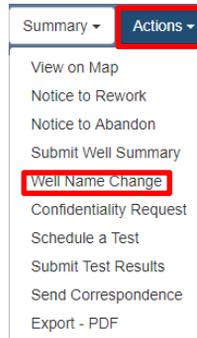
Well Name Change

Quick Reference Guide



Submit Well Name Change

1. Use the search box to search the well API.
2. Select the well to enter the **Well Details** page.
3. Use the **Actions** button to select **Well Name Change**.
4. Enter in the Operator and Form description in Section **1. Form Information**.
3. Enter Contact Information in Section **2. Operator Information**.
4. Select applicable wells and submit proposed name change(s) in Section **3. Well Information**.
5. Upload all pertinent permit documentation in Section **4. Upload Documents**.
6. Finalize and acknowledge the Well Summary submission in Section **5. Form Submit**.



Helpful Hints

Comments:

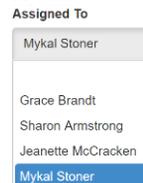
- There are many locations to add comments.
- Comments cannot be edited or removed once created and are viewable by the operator, other Division staff, and eventually the public.

Review Well Name Change

1. From **My Tasks** select the blue **Well Name Change Review - Final Determination** task.

The description name will be different for each well.

2. Click the **Edit** button.
3. Set the **Assigned To** box to your name from the drop down list.
4. **Status** will automatically change to **In Progress**.
5. Click **Save**.
6. Select the blue **Form** hyperlink to view the form.
7. Review the data submittal.
8. If needed add comments to Section **7. Review comments**.
9. In Section **8. Review** select the task claimed in step 1. (the name of the task will match the name from step 1).
10. Set **Status** of the review to **Approve, Deny, Return, or On Hold**.
11. Return to **Task Detail** page. (It should still be open in a separate tab, but if not find it on the **My Tasks** page by searching for tasks assigned to you).
12. Click the **Edit** button.
13. Change **Status** to **Completed**.
14. Click **Save**.



Useful Information

- It is recommended to enter "Well Name" in Description on Section **1. Form Information** so that this information can also be used to locate the form.
- Grayed-Out fields are read-only and were entered when the NOI was created.
- More than one well designation can be edited at the same time
- Only wells owned by the Operator specified in Section 1. Form Information can be changed

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Well Name Change Form Section guide:

Form Section	Key Information
1. Form Information	<ul style="list-style-type: none">•Input Organization.•Description (Recommended to add Lease and Well Name).
2. Operator Information	<ul style="list-style-type: none">•Will be pre-populated if the form was opened from the Operators Detail page.•Adding a contact here makes that contact the contact for this form, but does not add them as a contact for the company.
3. Well Information	<ul style="list-style-type: none">•Locate wells that need name changes.•Input the proposed well name changes.
4. Document Upload	<ul style="list-style-type: none">•Upload any relevant documents related to the well name change form. (i.e. logs, history, directional survey, maps)
5. Form Submit	<ul style="list-style-type: none">•Review final submission.•Associate other forms, add comments, check acknowledgment.
6. Confirmation	<ul style="list-style-type: none">•Confirmation that submittal was successful or not.
7. Review Comments	<ul style="list-style-type: none">• Internal or External user can add comments about the review.
8. Review Comments	<ul style="list-style-type: none">• Internal user sets review status: Approved, Denied, Returned, On Hold.